



# WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

## Personnel Department: Contingent Workforce Programs

JOB # 4-2010

Department Neighborhoods (DON) Number of Positions 1 Wage \$19.15  
Job Title Administrative Specialist I Location Seattle Municipal Tower, Suite 1700 (700 5<sup>th</sup> Ave, 98104)  
Start Date 1/10 End Date 6/10 Work Scheduled Between 8:00 **AM** 5:00 **PM**  
Minimum 15 Hours/Week and Maximum 19 Hours/Week Summer Schedule \_\_\_\_\_ Hours/Week  
Special Work Scheduling Requirements During regular business hours, Monday through Friday

### SUMMARY OF WORK TO BE PERFORMED:

Aside from general administrative support, the following specific tasks and activities will be:

#### Neighborhood Matching Fund (NMF)

- Entering Neighborhood Matching Fund applications into NMF database
- Reviewing information in database for accuracy
- Sending instructions packets and letters to Neighborhood Service Centers
- Scanning, organizing and distributing copies to reviewers
- Sending letters to applicants; setting up file folders; and distributing copies/letters to reviewers
- Scheduling workshop locations and times

#### P-Patch

- Processing new and returning gardener applications, including entering application information into database
- Entering triannual P-Patch survey information into database
- Following written procedures for entering checks within 24 hours of receiving
- Generating “welcome back” postcards via mail merge
- Scheduling annual program event locations and time, including Harvest Banquet

### DUTIES STATEMENT:

% of time 40	1)	Database entry: Enter detailed application information (via mail, email and telephone) into the database; review for accuracy and update as needed; generate reports.
20	2)	Processing checks: Follow written procedures for entering payment information into database within 24 hours of receipt; forward payment information and checks to P-Patch Trust when applicable; forward processed checks along with report to accounts payable.
20	3)	Developing packets and correspondences for NMF applicants, NMF City Partner staff, and P-Patch gardeners: Generate letters, flyers, and other written material to assemble and distribute as needed; requests may be time sensitive.
10	4)	Event coordination and preparation: Schedule and secure facilities for meetings/workshops/gatherings; schedule and confirm attendees; arrange logistics, i.e., room set up, food, directions, parking, etc.
10	5)	Other clerical support: Answer phones and emails and respond to Neighborhood Matching Fund and P-Patch requests; copy, scan, file, laminate and other related general office duties.

### EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

- Experience working with office efficiency tools, most frequently Microsoft Access
- Some experience with event coordination
- Experience processing financial transactions using practices aligned with generally accepted accounting principles

### MINIMUM QUALIFICATIONS:

- Basic knowledge of MS Access (if you possess this skill please make sure it's on your resume)
- Detail-oriented
- Ability to communicate clearly through email and phone

- Ability to handle confidential matters, particularly in safeguarding community members' personal information and personal checks
- Work study eligibility through financial aid award (proof required)

**DESIRED QUALIFICATIONS:**

- Ability to work well with colleagues and community members
- Ability to propose innovative and/or modern solutions to common or dated administrative challenges
- Ability to contextualize specific work tasks within a broader framework of community building and empowerment

**DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:**

Depending on existing skill set, additional Office 2007 training may be required and will be provided by the City or the supervisor, depending on schedule and availability. Students will also be encouraged, if their school schedule allows, to attend Race and Social Justice training sessions provided by the City.

**EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:**

This employee will be trained on all aspects of the job by the supervisor. Supervisor will provide guidance and maintain availability, but the position will have a high degree of independence.

**APPLICATION INSTRUCTIONS:**

Send the following:

1. A cover letter and resume that speaks to how you meet the qualifications and why you are interested in the position (in your resume please include your expected date of graduation).
2. Your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) and must not be older than 30 days.

Send it to: Andrea Lowe at [cwp@seattle.gov](mailto:cwp@seattle.gov) or fax to 206-684-5809. \*\*Include the position title, job # (4-2010), and your e-mail address.

**Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university. Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form. We only hire students with WA State work study funding.**